

Department of the Army
Headquarters, U.S. Army
Industrial Operations Command
Rock Island, IL 61299-6000

*IOC Regulation 1-4

14 JUL 1997

Administration

COMMAND INSPECTION PROGRAM

Applicability. This regulation applies to all HQ, IOC elements and their subordinate installations.

Decentralized Printing. IOC installations may locally reproduce this regulation.


Supplementation. Supplementation of this regulation allowed only with prior approval from the proponent.

Proponent. The proponent is the Office of the Inspector General (AMSIO-IG). Users may send comments and suggested improvements to Commander, USAIOC, ATTN: AMSIO-IG, Rock Island, IL 61299-6000, amsio-ig@ria-emh2.army.mil.

Distribution. Distribution of this regulation is IAW requirements of IOC organizations.

FOR THE COMMANDER:

Official:


JAMES P. FAIRALL, JR.
Colonel, GS
Chief of Staff

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1. Purpose. This regulation provides guidance and assigns responsibility to plan and execute the command inspection program and conduct command assessments of designated IOC subordinate installations.

2. References.

- a. AR 1-201, Army Inspection Policy.
- b. AMCR 1-201, AMC Inspection Policy.

3. Terms. The following terms apply:

- a. Organization Inspection Program (OIP). The IOC Commander's program that integrates and coordinates all inspections, staff inspection visits, and audits within a command.

* This regulation supersedes AMCCOM Regulation 1-9, 16 Feb 93.

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b. Command Assessment. An official evaluation that provides visibility of conditions and circumstances that affect command performance. Command assessments may include staff assistance visits, compliance reviews, and staff inspections/other types of inspections. Assessments check compliance with established policies and procedures, identify strengths and weaknesses, recommend corrective actions, and provide assistance.

c. Command Inspection Program (CIP). The control of all command assessments by a single focal point. This program is a systematic and coordinated process with direction to eliminate duplication of effort, reduce time diverted from mission accomplishment, and reduce reporting requirements.

d. Staff Inspection Program (SIP). Inspections conducted by staff principals responsible for the functional area being inspected. Staff inspections are required by policies or regulations and focus on a specific organizational mission. These inspections are incorporated into the CIP as much as possible.

e. Staff Assistance Visits (SAV). An SAV may have many characteristics of an inspection, but is not considered an "official" inspection. Visits are conducted only by request and/or authorization of the installation commander, or as directed by the IOC Command Group. All SAVs must be coordinated in advance with AMSIO-IG. SAVs are included in command assessments as much as possible.

f. Inspector General (IG) Inspection. An inspection authorized by a detailed IG to identify problems, determine root causes, develop possible solutions, and assign responsibilities for correction. Generally, IG inspections focus on issues rather than on units.

g. Urgency Codes. Team members assign an urgency code to every deficiency noted during a command assessment. The code tells how quickly to take corrective action.

(1) Critical - Take immediate action to correct major deficiency. Failure to correct may result in death, serious injury, fine and/or jail, installation closure, or mission failure.

(2) Serious - Take corrective action as soon as possible. Failure to correct may impact mission performance.

(3) Routine - Take action to correct minor deficiencies and administrative issues during next scheduled update/review/maintenance. Delay in correcting may minimally impact mission performance.

4. Policy.

a. Command assessments are 30 to 180 days after the change of command at subordinate installations.

b. Command assessments at Government-owned, Government-operated (GOGO) installations are one week long. Assessments at Government-owned, contractor-operated (GOCO) installations are typically two weeks long.

c. The Command Group receives the tentative command assessment schedule for the upcoming calendar year by 1 July each year.

d. Command assessment teams are administratively self-sufficient and include members from the IOC functional organizations, higher headquarters, and outside agencies.

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e. Major areas evaluated during each assessment as applicable:

- Ammunition Maintenance
- Ammunition Surveillance
- Base Realignment and Closure
- Environmental Compliance
- Facilities
- Information Management
- Methods and Standards
- Quality Assurance
- Security
- Ammunition Storage
- Army Ideas for Excellence Program
- Demilitarization
- Equipment Management
- Medical Support (IH/OH)
- Management Controls
- Property and Retail Supply
- Safety
- Value Engineering

f. Additional major areas evaluated at GOGO installations as applicable:

- Civilian Personnel
- Financial Management
- Internal Review & Audit
- Contracting
- Equal Employment Opportunity
- Maintenance

g. The IOC Command Group and the out-going and in-coming installation commanders may tailor the areas of evaluation.

h. During the assessment, the team maintains the same work schedule as the installation.

i. Assistant Inspectors General will not participate as members of the command assessment team. The IG assistance visit is to assess the morale of the employees, identify perceptions, and to help soldiers/civilian employees by conducting IG Action Request sessions. The results of these sensing sessions go to the installation commander.

5. Responsibility.

a. The Command Group:

- (1) Appoints the team chief.
- (2) Approves specific organizations that will participate and the areas to be evaluated.

b. AMSIO-IG:

- (1) Serves as OIP manager and is responsible for review of IOC inspection programs to reduce the number of visits to the installations.
- (2) Serves as principal advisor to the Command Group on all CIP matters.
- (3) Appoints a CIP coordinator to monitor the CIP and ensure accomplishment of proper assessments.

c. Command Inspection Program Coordinator:

- (1) Serves as focal point to administer the CIP.
- (2) Develops policies and procedures for managing, coordinating, and maintaining an effective IOC CIP.
- (3) Coordinates participation in command assessments.
- (4) Provides a detailed review plan to the installation commander.

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- (5) Coordinates on-site activities and support team members.
- (6) Submits final report to the installation commander.
- (7) Follows up to ensure the new commander receives any needed assistance to accomplish the goals set by the rating officer.
- (8) Establishes and submits the consolidated IOC command assessment and staff inspection schedule for the upcoming calendar year.
- (9) Assists in the development of the entrance and exit briefings.

d. Team Chief:

- (1) Reviews correspondence and current records to become familiar with any problems and issues at the installation. Review copies of recent inspections and previous command assessments. Develops a proposed team makeup.
- (2) Reviews proposed team makeup with information received by the CIP Coordinator. If an office is not participating because they have recently been to the installation, obtain a copy of the trip report, inspection report, etc., for incorporation into the assessment.
- (3) Ensures all team members are aware of expectations and how the on-site portion of the assessment is conducted.
- (4) Upon arrival at the installation registers with security and advises the commander of arrival.
- (5) Presents the entrance briefing, introduces team members, and states the goals and objectives of the assessment.
- (6) Schedules a team meeting at least once every day. Discusses individual observations with team members. Segregates major and minor observations. Is knowledgeable of all observations and recommendations.
- (7) Reviews all daily worksheets and ensures that each deficiency has recommended corrective actions and an urgency code.
- (8) Meets daily with the installation commander to discuss the observations. Provides a copy of all daily worksheets.
- (9) Provides a synopsis of observations to the rating officer before the exit briefing. Synopsis includes major deficiencies and recommendations of issues for performance objectives.
- (10) Develops and presents exit briefing.
- (11) Provides the commander an evaluation form.
- (12) Obtains lessons learned from each team member.
- (13) Coordinates findings against "other than the installation" with the appropriate functional staff offices.
- (14) Provides a written report of observations, planned follow-ups, actions taken in response to taskers, and trip reports to the coordinator.

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e. HQ, IOC staff offices:

(1) Designate a point of contact to respond to inquiries concerning command assessments, staff inspections, and staff assistance visits conducted and to serve as focal point for coordination efforts.

(2) Assign subject matter experts (SMEs) as team members. Individuals must be proficient in their review area; knowledgeable in inspection techniques; and able to communicate findings both verbally and in writing.

<a> Minimize the number of team members assigned to support each assessment.

 Ensure continuity by assigning the fewest possible SMEs to support all assessments.

(3) Provide travel orders and adequate funds for participation in the command assessment.

(4) Develop a visit schedule to complement the command assessment schedule. Explain any visits that fall outside the assessments. When requested, provide this schedule to AMSIO-IG for the upcoming calendar year.

(5) Provide a detailed standard review checklist.

(6) Provide a solution or a recommended course of action with milestones for findings against "other than the installation."

(7) Encourage higher headquarters counterparts to participate in the IOC CIP.

(8) Notify AMSIO-IG when higher headquarters and outside agencies plan to visit the installations.

f. Team members:

(1) Ensure their counterpart is aware of purpose, scope and duration of visit before arrival at installation.

(2) Provide all information requested for coordination.

(3) Tailor the detailed standard review checklist for each visit.

(4) Conduct their portion of the assessment according to their functional office's established policies and procedures and follow directions given by the team chief.

(5) Submit daily worksheets to the team chief.

(6) Ensure installation counterpart is fully aware of all observations and recommendations before leaving the installation.

g. Installation commanders will:

(1) Ensure team member counterparts and technical experts are available throughout the command assessment period to support the functional areas being inspected/ reviewed.

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(2) Direct installation personnel in providing necessary support to command assessment team members and having all required documentation, data, and backup information available for review.

(3) Provide a working area for the assessment team and ensure any required administrative support is available for the duration of the assessment.

(4) Assure the root cause of all findings/deficiencies are identified and positive corrective action is implemented to prevent recurrence.